

Welcome to  
the first issue  
of our new  
Surplus  
Property  
newsletter!

We hope you'll learn  
about JMU Surplus  
Property and how  
we can help your  
department save  
money through  
reutilization.

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## JMU Surplus Property's Many Customers

JMU Surplus Property is committed to providing superior customer service to our customers on and off campus, and we try to exceed all of your department's expectations! JMU departments are invited to visit the Surplus warehouse during open warehouse every Wednesday 1:30 p.m. - 4:30 p.m. at 1070 Virginia Avenue. New inventory items are arriving every week, so come take a look at what's available! Please remember shopping at the Surplus Property warehouse is for **department use only**.

Over 115 departments have visited the warehouse this year; join the crowd!

Many state and local agencies visited also:

- Central Virginia Training Center
- City of Harrisonburg Planning Department
- Colleges/Universities - Bridgewater, Eastern Mennonite, and Longwood
- Community Colleges - Blue Ridge, Lord Fairfax, and Northern Virginia
- Department of Corrections
- Frontier Culture Museum
- Harrisonburg Parks and Recreation
- High Schools - Eastern Mennonite, Riverheads, Page County, Rockingham County
- Middle River Regional Jail
- Virginia State Police
- Virginia Employment Commission
- Virginia School for Deaf and Blind
- Western State Hospital
- Woodrow Wilson Rehabilitative Center

JMU Surplus Property hopes to have an opportunity to build a working relationship with JMU departments when they have furniture and equipment needs. Please feel free to contact us anytime!

## JMU Surplus Property Success Stories

JMU Surplus Property markets many items, including, but not limited to, chairs, desks and credenzas that become available as a result of department moves, remodeling, reorganization, and capital projects. Furniture sent to Surplus from departments, who had no use for it, has become a treasure to another department on campus. For example, the University Services Building Training Center saved money last year by refurnishing the room with surplus property.

Thinking about your next purchase? Check with Surplus Property to see if we have what you are looking for, because one person's junk is another person's treasure!



Refrigerators received from Walnut Lane apartments before demolition.



Hospital beds left behind by RMH at the old hospital.

## Transfers From Building Projects

Old appliances from the Walnut Lane apartments were transferred to local state agencies, as well to FM-Grounds and Housekeeping and University Business Office. Many are being stored in Surplus and will be sold at the next public pre-price sale at the Surplus warehouse. Excess audio/visual and food service equipment and furniture have been transferred to state agencies. Scientific equipment and projectors are sold to approved schools that are permitted to purchase from JMU Surplus. Seven hospital beds from the old hospital were transferred to Blue Ridge Community College, Virginia School for the Deaf and Blind, and Woodrow Wilson Rehabilitative Center. Many file cabinets from Biology and Nursing have been transferred to state agencies, as well as other JMU departments. Old tools and machines from Duke Hall were sold on [www.govdeals.com](http://www.govdeals.com). Even a Nursing anatomy model was transferred to the Art Department for classroom reuse.

**“Out with the old and in with the new.”**

## Surplus Makeovers

Many departments report they didn't know there is a [JMU Surplus Property website](#) and we offer items at little or no cost to departments! A work request is needed to transfer heavy furniture items to a department, resulting in minimal charges from Moving & Delivery. Small items are picked up and delivered by Surplus staff at no cost to you! Spread the word to faculty and staff that JMU Surplus has a large range of items from notebooks and office supplies to file cabinets, desks, tables, and chairs. Let us help your department save money!



Heavily scratched furniture



Furniture with unsafe, sharp edges

## Whoops! Recycling Not Surplus

Surplus Property wants to continue to help keep excess items out of the landfills, as well as reduce unsalable items being delivered to the warehouse. To comply with State policies and procedures, remember that ALL excess property must be handled by Surplus Property. Please contact Mark Colopy (see contact info on pg 4) when you no longer need items like the following: soiled upholstered furniture, tables with jagged edges, glass, file cabinets with broken drawers, electrical items that don't work, doors, furniture with unstable legs, office partitions, and furniture in poor condition. Mark will advise departments as to the final disposition of unwanted items. At times that may involve disposing of items that meet recycling criteria. Please remember to complete an [Equipment Inventory Change Request \(EICR\)](#) form for all surplus property transfers to the Surplus warehouse, as well as transfers to another department, transfers to Recycling, trade-ins, or assets cannibalized for parts. For assistance, check the [JMU Surplus Property website](#) or contact Diane Hinton.

## Upcoming Events



JMU Surplus Property is planning a summer 2013 pre-price sale, which will be open to the general public. More items (OF VALUE) are needed! Please contact Surplus Property when your department identifies excess, unwanted items and let us help you with the transfer process. It's time to clean out those storage areas! And we are still selling items weekly on GovDeals.com, so be sure to keep checking!

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## Tidbits

\*JMU Surplus Property supplied a large number of bikes for the bike loan program established by the Institute for Stewardship of the Natural World.

\*When surplus equipment, don't forget to look for Property of JMU bar code decals on each item and include the asset number on your EICR form. If an asset number begins with **8** or **9**, call Diane Hinton (contact information below) to make sure you can surplus the item.

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## JMU Surplus Property Contact Information

Website: <http://www.jmu.edu/acctgserv/accountingreporting/fixedassets.shtml>

Mark Colopy, Surplus Property Coordinator, colopyma@jmu.edu  
Office: 349 Massanutten Hall—Phone 568-6931 Fax 568-2383  
Warehouse: 1070 Virginia Ave.—Phone 568-3353  
Cell Phone: (540)820-2363



Eric Dromazos, Student Warehouse Specialist, dromazej@dukes.jmu.edu  
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Diane Hinton, Inventory Specialist, hintondf@jmu.edu  
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**Open warehouse hours: Wednesdays 1:30-4:30 pm or M-F by appointment.**